

## Top Reporting Issues for Cities' Financial Transactions Report

1. Do not use all caps (e.g., JOHN DOE) in text fields for names, addresses, and descriptions.
2. If the report contains the data from **draft** financial statements, select "No" in Form 1 (General Information) Question 1.
3. If the report is prepared from **unaudited** data, the Fund Balance/Net Position (Deficit), Beginning of current year must match with the **audited** Fund Balance/Net Position (Deficit), Ending of prior year.
4. Review all of the fields in a form before reporting an item as "Other."
5. Footnote requirements:
  - Variances – Provide a detailed explanation of what caused the variance (e.g., New AB 1234 law enforcement grant).
  - "Other" fields - Provide a footnote specifying the names and amounts for each item reported.
  - Invalid footnotes will be questioned by SCO staff upon review of the Financial Transactions Report (FTR). Simply noting "Correct," "Confirmed OK," "Unaudited Numbers," "Preliminary Numbers" "N/A," "See Financial Report Note," "See Financial Report for Details," or Operating Transfers In/Out," is not acceptable.
6. Prepare a separate form for each internal service fund.
7. If you enter your own enterprise name in an Other Enterprise Fund record (Form 13), do not use "Other" as an enterprise fund name.
8. Report revenues by the original revenue source, not by how they are used or by which department/fund receives the revenues.
9. Do not include interest or principal payments for debts that are not primary liabilities of the city in the Debt Service section of the Statement of Net Expenditures - Debt Service, Capital Outlay, and Grand Totals (Form 28) and the Major Object Classification (Form 29) for Governmental Funds.
10. If a debt is issued in series (e.g., series A, series B), prepare a separate debt form for each series.
11. Do not report construction-related State or Federal loans in Other Long-Term Debt (Form 32). Report them in Construction Financing (Form 33).
12. Lease Obligations (Form 34)
  - The Initial Debt Obligation amount must include principal and interest.

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13. SCO cannot grant extensions. You must submit the signed Cover Page electronically via Local Government Reporting System Online web-based reporting platform or manually via mail to satisfy filing requirements.

If you have any questions regarding filing of the report, contact SCO at (916) 322-9672 or [LGRsupport@sco.ca.gov](mailto:LGRsupport@sco.ca.gov).